

SCANS Participant Evaluation

In 1991, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) identified basic competencies, skills, and qualities required by all young people to meet the demands of America's workplaces. **These competencies and skills are captured in a two-part evaluation entitled "five competencies" and "a three-part foundation."** Since 1991, SCANS has become the foundation for many work preparation programs in the United States. PHAs and partners can use the SCANS criteria to assess participants' competence and skill sets with regard to employment.

PHAs or partners may want to consider modifying and using the following scale to evaluate participants' abilities:

- 1 – Never, needs improvement
- 2 – Sporadically, not very well
- 3 – Sometimes, fair
- 4 – Often, well
- 5 – Always, very well

SCANS Part I – Five Competencies

How well can/how often does the participant do the following:	Points
1. Resources: How well the participant identifies, organizes, plans, and allocates resources.	
Time - selects goal-relevant activities, ranks them, allocates times, and prepares and follows schedules.	
Money - uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.	
Material and facilities - acquires, stores, allocates, and uses materials or space efficiently.	
Human resources - assesses skills and distributes work accordingly, evaluates performance, and provides feedback	
Sum:	
2. Interpersonal: How well the participant works with others.	
Participates as a member of a team. Contributes to group effort.	
Teaches others new skills.	
Effectively serves clients/customers. Works to satisfy customers' expectations.	
Exercises leadership. Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.	

Negotiates. Works toward agreements involving exchange of resources, resolves divergent interests.	
Works with diversity. Works well with men and women from diverse backgrounds	
Sum:	
3. Information: How well the participant acquires and uses information.	
Acquires and evaluates information well.	
Effectively organizes and maintains information.	
Interprets and communicates information well.	
Uses computers to process information.	
Sum:	
4. Systems: How well the participant understands complex inter-relationships.	
Understands systems - knows how social, organizational, and technological systems work and operates effectively with them.	
Monitors and corrects performance - distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance, and corrects malfunctions.	
Improves or designs systems - suggests modifications to existing systems and develops new or alternative systems to improve performance.	
Sum:	
5. Technology: How well the participant works with a variety of technologies.	
Selects technology - chooses appropriate procedures, tools or equipment including computers and related technologies.	
Applies technology to task - Understands overall intent and proper procedures for setup and operation of equipment	
Maintains and troubleshoots equipment - Prevents, identifies or solves problems with equipment, including computers and other technologies	
Sum:	
Total Sum of All Competencies:	

Competencies: Possible scoring (PHAs or partners may want to modify):

0 to 25 – Needs intensive assistance developing skills.

26 to 40 – Needs assistance developing skills.

41 to 55 – May need assistance in specific skill areas.

56 to 70 – Doing well. May need minimal, targeted assistance.

71 to 80 – Excellent.

SCANS Part II - A Three-Part Foundation

PHAs or partners may want to consider modifying the following scale when evaluating participants' skills:

- 1 – Never, needs improvement
- 2 – Sporadically, not very well
- 3 – Sometimes, fair
- 4 – Often, well
- 5 – Always, very well

How well can/how often does the participant do the following:	Points
1. Basic Skills: How well the participant reads, writes, performs arithmetic and mathematical operations, listens, and speaks.	
Reading - locates, understands and interprets written information in prose and in documents such as manuals, graphs, and schedules.	
Writing - effectively communicates thoughts, ideas, information, and messages in writing; creates documents such as letters, directions, manuals, reports, graphs, and flow charts.	
Arithmetic/Mathematics - performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques.	
Listening - receives, attends to, interprets, and responds to verbal messages and other cues.	
Speaking - organizes ideas and communicates orally.	
Sum:	
2. Thinking Skills: How well the participant thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons well.	
Creative thinking - generates new ideas.	
Decision making - specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses the best alternative.	
Problem solving - recognizes problems and devises and implements plans of action.	
Processing information - organizes and processes symbols, pictures, graphs, objects, and other information.	
Knowing how to learn - uses efficient learning techniques to acquire and apply new knowledge and skills.	
Reasoning - discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.	
Sum:	

3. Personal Qualities: How well/how often the participant displays responsibility, self-esteem, sociability, self-management, and integrity.	
Responsibility - exerts a high level of effort and perseveres toward goal attainment.	
Self-esteem - believes in own self-worth and maintains a positive view of self.	
Sociability - demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.	
Self-management - evaluates him- or herself accurately, sets personal goals, monitors progress, and exhibits self-control.	
Integrity/honesty - chooses ethical courses of action.	
Sum:	
Total Sum of All Skills/Qualities:	

Basic Skills: Possible scoring (PHAs or partners may want to modify):

0 to 30 – Needs intensive assistance developing skills.

31 to 50 – Needs assistance developing skills.

51 to 70 – May need assistance in specific areas.

71 to 85 – Doing well. May need minimal, targeted assistance.

86 to 100 – Excellent.

SCANS competencies and skills are from the U.S. Department of Labor as reported at <http://www.hud.gov/nnw/nnwq0013.html>.